

CECW-OE-EOC

DEPARTMENT OF THE ARMY
U.S. Army Corps Of Engineers
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OM 500-1-6

Memorandum
No. 500-1-6

12 July 1994

Emergency Employment of Army and Other Resources
EMERGENCY OPERATIONS CENTER STANDARD OPERATING PROCEDURES
(HQUSACE-EOCSOP)

EMERGENCY OPERATIONS CENTER (EOC)

1. Purpose. This memorandum details the policies and procedures to be used for the operation of the Headquarters United States Army Corps of Engineers (HQUSACE) Emergency Operations Center (EOC), and delineates the duties for the personnel assigned to the EOC or to the Crisis Management Team (CMT).
2. Applicability. This memorandum applies to all HQUSACE/OCE-P staff elements.
3. References. A glossary is included at Appendix G.
 - a. Public Law 84-99, Flood and Coastal Storm Emergencies, as amended.
 - b. Federal Response Plan for Public Law 93-288, as amended, dated April 1992.
 - c. AR 500-60, Emergency Employment of Army and Other Resources, Disaster Relief.
 - d. USACE Supplement 1 to AR 380-5, 8 Mar 85, Department of the Army Information Security Program.

Department of the Army Emergency Action Procedures (DAEAP).
 - f. Army Mobilization and Operations Planning System - Volume IV.
 - g. ER 500-1-1, Emergency Employment of Army and Other Resources, Natural Disaster Procedures.

This memorandum supersedes OM 500-1-5, dated 8 July 1983.

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h. OM 10-1-1, Organization and Functions, Office of the Chief of Engineers.

i. Corps of Engineers Mobilization and Operations Planning System (CEMOPS).

j. Authority: CECW-OE, Memorandum for MG Edgar, dated 19 July 1991; subject: "Warm" CMT/EOC and the Readiness Branch Function - for Decision.

k. Authority: CECW-OE, Draft Document, dated 9 March 1992; subject: Executive Readiness Board Charter.

4. General. The EOC provides a focal point for the Chief of Engineers's command and control of USACE emergency operations. Upon activation, all USACE elements respond to taskings directly from the EOC. All USACE elements are required to notify the EOC immediately upon warning or execution of activities in response to emergencies. See Appendix E, Information/Reporting Requirements, for additional detail.

a. Emergencies may include, but are not limited to the following:

(1) Support to the Commanding General, U. S. Forces Command and commanders outside the continental United States for disaster relief efforts IAW AR 500-60.

(2) Advance measures and flood response and post-flood recovery activities to save lives and protect improved property (i.e., public facilities/services and residential/commercial developments) from flood or coastal storms and other events such as drought or contaminated water source as authorized by PL 84-99.

(3) Support of the Federal Emergency Management Agency (FEMA) during disaster response under PL 93-288, including actions taken as the primary agency for Emergency Support Function #3, Public Works and Engineering, under the Federal Response Plan (FRP).

(4) Response taken for hazardous material spills under the National Contingency Plan. USACE responds to oil and hazardous substance releases as part of the Federal effort coordinated by the U. S. Coast Guard for coastal and inland waterway systems and the Environmental Protection Agency for all other areas.

(5) Response taken to any other emergency at the direction of the Director of Military Support (DOMS).

(6) Support given to other agencies during emergencies IAW the Economy Act.

(7) Actions taken to support the mobilization, deployment and sustainment of U.S. forces during contingencies IAW USACE responsibilities under the Army Mobilization Operations and Execution Systems (AMOPES).

(8) Actions taken to assure essential functions of the Government are continued during enemy attack upon the Continental United States (CONUS) IAW the Continuity Of Government (COG) plan.

(9) Actions taken IAW Continuity of Operations Plans (COOP) to insure that essential missions are continued during any circumstance which requires relocation from normal duty station(s).

(10) Response in support of Department of Defense missions as directed by authorized DOD or DA authorities.

(11) All other situations in which USACE elements, including laboratories and separate FOAs, are impacted or respond.

b. Levels of Operation. The EOC operates at one of the following operational levels:

(1) LEVEL 1 - NORMAL OPERATIONS. Normal Operations are conducted in the absence of emergency conditions which would warrant a higher level of operation. See Appendix A for staffing requirements.

(2) LEVEL 2 - EMERGENCY WATCH. Emergency Watch is activated when the threat situation or emergency event requires night and weekend operation of the EOC, with limited EOC staff augmentation. An Emergency Watch Team (EWT) is automatically activated whenever a USACE MSC activates an EOC on a 24-hour basis. See Appendix A for staffing requirements.

(3) LEVEL 3 - EMERGENCY OPERATIONS. Emergency Operations is the highest level of EOC operation which retains normal command and control channels. It is activated when requirements exceed the capability of the EWT. The Emergency Operations Team (EOT) is a flexible organization, and may include action officers and other support staff selected from the Crisis Management Team (CMT). Options include LEVEL 3A, one EOT and limited night coverage; LEVEL 3B, activation of a second EOT to provide 24-hour coverage; or LEVEL 3C, activation of an EOT for field operations.

See Appendix A for staffing requirements.

(4) LEVEL 4 - CRISIS MANAGEMENT. Activation of the Crisis Management Team (CMT) is the highest level of emergency operation. When the CMT is activated, it reports to the responsible director for the emergency, i.e. , the Director of Civil Works, the Director of Military Programs or other leader appointed by the Chief of Engineers. Although team composition may be adjusted as required, activation of the CMT implies activation of two teams to provide 24-hour coverage. See Appendix A for staffing requirements.

c. Activation Authority.

(1) LEVEL 2 - EMERGENCY WATCH. Emergency Watch and activation of an EWT will be authorized by the Director of Civil Works; or Chief, Operations, Construction and Readiness (OCR) Division. An Emergency Watch and activation of pre-designated EWT personnel may be automatically executed by the Chief, Readiness Branch; Chief, Emergency Operations Center; or the Emergency Operations Officer upon 24-hour activation of any MSC EOC, or upon receipt of DEFCON change, THREATCON change, activation of the FRP or other emergency condition. Notification of an Emergency Watch is disseminated by the EOC to all HQUSACE directorates and offices.

(2) LEVEL 3 - EMERGENCY OPERATIONS. Upon recommendation of the Chief, OCR Division, and/or the Executive Readiness Board (ERB), the Director of Civil Works directs activation of an EOT. The activation order is promulgated by the Chief of Staff to all HQUSACE directorates and offices (see Figure A-1, Appendix A).

(3) LEVEL 4 - CRISIS MANAGEMENT TEAM. Upon recommendation of the Director of Civil Works or Director of Military Programs, the Chief of Engineers directs activation of the CMT. The recommendation includes designation of either the Director of Civil Works, the Director of Military Programs, or other official as the Director of the CMT. The activation order is promulgated by the Chief of Staff to all HQUSACE directorates and offices.

d. Taskings. HQUSACE staff responsibilities for manning the EOC are as follows (See Appendix B for job descriptions.):

(1) Commander, USACE. Designates the Director of Civil Works, Director of Military Programs, or other official as the director of the CMT, if activated.

(2) Chief of Staff, USACE. Promulgates orders for activation

of the EOT and CMT.

(3) Chief, Readiness Branch. Provides an Action Officer as subject matter expert for civil and military emergencies.

(4) Chief EOC. Maintains EOC staff in a state of readiness to serve as cadre during Emergency Watch, Emergency operations, and CMT activation. Insures operation security as outlined in Appendix D, Operations Security, (OPSEC).

(5) Director, HEC. Assures that HEC and Pulaski Building operations are prepared to support EOC activities, as required by activation above Level 1.

(a) HEC-HR. Provides support in the planning and activation of CMT personnel.

(b) HEC-IM. Insures that the message center and emergency communications (radio) systems are manned and operable on a 24-hour basis. Provides telecommunication support and delivery of messages to the CMT and additional graphic support as required. Provides support for LAN and other ADP functions. See Appendix C, Message Traffic.

(6) Directorate of Human Resources, Military Personnel Division (CEHR-M). Coordinates and develops procedures for selection, notification, replacement and reporting of officers for detail as HQUSACE Staff Duty Officer (SDO).

(7) All Directorates and Separate Offices. All HQUSACE directorates and separate offices and Office Chief of Engineers (Pentagon) (OCE-P) shall provide:

(a) Roster to CECW-OE-EOC identifying names and telephone numbers of emergency points-of-contact (EPOC). Rosters will be updated semi-annually on 1 January and 1 July.

(b) Personnel to staff designated positions to support Emergency Operations. Rosters will be published annually on 1 January and interim changes issued whenever staff changes require. See Appendix A for staffing assignments.

(8) Staff Duty Officer (SDO). The HQUSACE SDO represents the Chief of Engineers during non-duty hours. The SDO will take necessary measures to respond to critical actions referred to the Corps of Engineers and will immediately alert appropriate directorates and separate offices of emergency requirements. See SDO SOP for further guidance.

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5. Supplemental Material. Resource materials and procedures applicable to specific emergencies are contained in appendices.

a. Appendix F, EOC Resource Material, contains a variety of references:

(1) Civil and military response plans, including HQUSACE, higher headquarters, subordinate elements, and other MACOMS.

(2) Maps, charts and other background material required to support command and control of a wide range of contingencies.

b. Appendix H, Emergency Action Procedures, contains specific, time-phased actions to be performed by the EOC and HQUSACE elements in response to various emergencies.

6. Supplemental Procedures. Staff Duty Officer Standard Operating Procedures (SDO SOP) and HQUSACE Emergency Telephone Directory are published separately. Procedures pertaining to internal EOC/CMT operations will be supplemented by numbered orders from the Chief, EOC. The proponent for this memorandum is CECW-OE-EOC. All changes will be coordinated through that organization.

FOR THE COMMANDER:



WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

8 Appendices:

APP A - EOC Operations
APP B - Job Descriptions
APP C - Message Traffic
APP D - Operations Security (OPSEC)
APP E - Information Reporting Requirements
APP F - EOC Resource Material
APP G - Glossary
APP H - Emergency Action Procedures